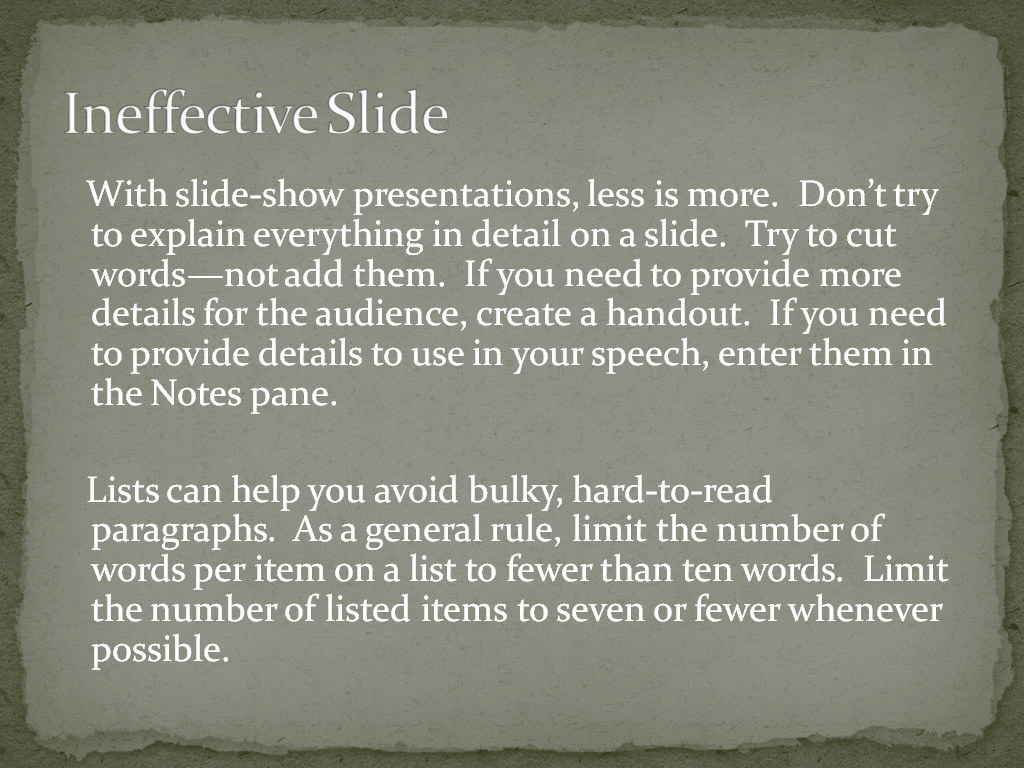
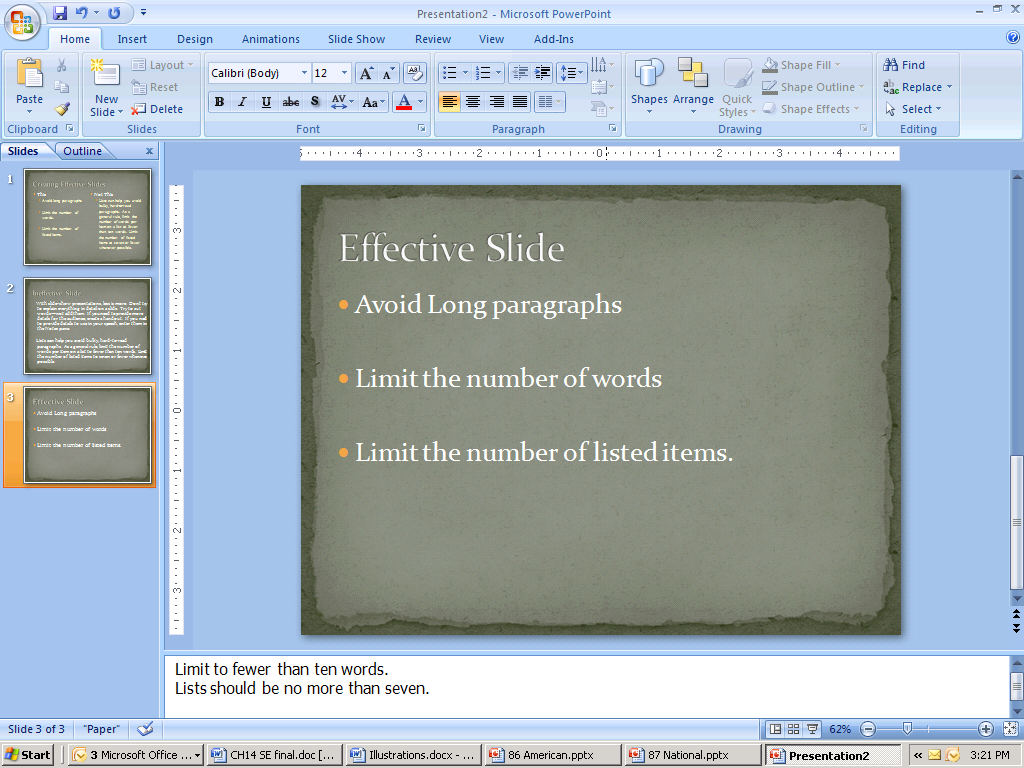
## Creating Effective Slides

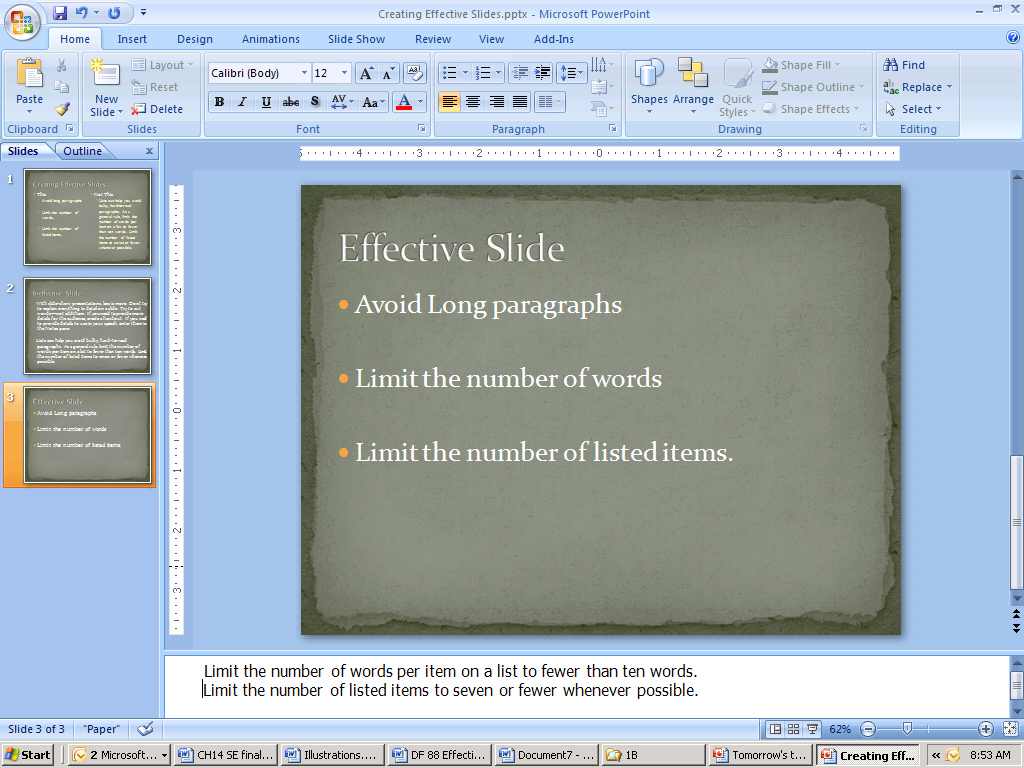
With slide-show presentations, less is more. Don’t try to explain everything in detail on a slide. Try to cut words—not add them. If you need to provide more details for the audience, create a handout. If you need to provide details to use in your speech, enter them in the Notes pane.

Lists can help you avoid bulky, hard-to-read paragraphs. As a general rule, limit the number of words per item on a list to fewer than ten words. Limit the number of listed items to seven or fewer whenever possible. Study the poor and good slide examples below.



**Poor Example:** Slide with bulky, hard-to-read paragraph





**Good Example:** Slide with easy-to-read list